



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST SIGNAL BRIGADE (NETCOM/9TH ASC)
UNIT #15271
APO AP 96205-5271

NETS-SKC

3 OCT 2006

MEMORANDUM FOR All 1st Signal Brigade Soldiers and Civilians

SUBJECT: 1st Signal Brigade Command Policy Letter # 16 -- Sponsorship Program

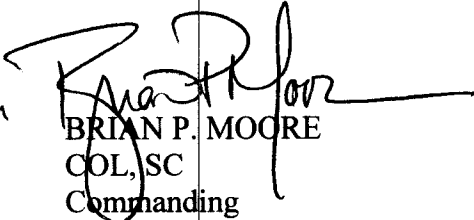
1. The Army Sponsorship Program is an essential part of helping Soldiers and their families adjust to new work and community environments. Effective sponsorship is also an important part of a Soldier's first impression of his or her unit.
2. Every Soldier in the ranks of Private through Colonel completing a PCS move will be offered the opportunity to participate in the advance arrival sponsorship program. Gaining units will change pinpoint or ultimate assignments of Soldiers by exception. When assignments are changed, sponsorship will be transferred and coordinated immediately with the gaining command.
3. 1st Signal Brigade has incorporated a sponsorship program tied to the Eighth United Army's program which dramatically improves how we welcome new Soldiers into the theater and brigade. The 8th PERSCOM Website (<http://www-8perscom.korea.army.mil>) relies on the internet to provide incoming troops with current information on their new assignment – fast. In addition, 8th PERSCOM has developed SMS (Soldier Management System), a tool that greatly improves the assignment and sponsorship process (<https://sms.korea.army.mil>). 1st Signal Brigade will adopt the same process.
4. To ensure success of this program, detachment, company and battalion commanders will:
 - a. Maximize the usage of the SMS to assign Soldiers to the lowest level and designate SMS-trained sponsors for each inbound Soldier.
 - b. Appoint a Sponsorship Program Manager to coordinate and monitor sponsorship in their unit.
 - c. Ensure Sponsorship Program Managers and the maximum number of assigned Soldiers complete sponsorship training on the SMS.
 - d. Ensure procedures are established to monitor and track both the quality and quantity of sponsorship in the unit.
 - e. Ensure sponsors and sponsored Soldiers have adequate time away from assigned duties to perform sponsorship duties and complete in processing as appropriate.

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- f. Provide sponsors and unit Sponsorship Program Managers with adequate resources to accomplish sponsorship duties.
 - g. Ensure families are integrated into the unit and community through the use of family readiness groups and other community resources.
 - h. Ensure we are assigning the proper sponsor to our newly arriving Soldiers. I want to set up newly arriving young female or male Soldiers with like sponsors so that they may better relate and assist in the adjustment process. Commanders need to avoid using married Soldiers of the opposite sex as sponsors for opposites sex Soldiers – this introduces perception problems and may cause unnecessary friction between Soldiers.
 - i. Ensure your sponsors review USFK 350-2 required training modules with their new arriving Soldier and that all mandatory training is completed.
5. Sponsorship is more than transmitting needed information. A properly managed program can resolve potential problems which otherwise may cause hardships to new arrivals. Additionally, a well-administered program will assist commanders and leaders in ensuring newly assigned Soldiers understand theater and 1st Signal Brigade standards. Sponsors, leaders and commanders must understand that sponsorship is a “people program” which requires strong chain of command support. Fulfilling personnel needs initially will enable new Soldiers to better commit themselves to the combat readiness of the brigade.
6. “FIRST TO COMMUNICATE!”

Leaders –
Sponsorship does not
end when in processing
is complete! Make sure
our “brigade family members”
(Soldiers) are sponsored
until they get familiar
with the area unit,
culture etc. Don't let them
fall victim to bad influence.
Col Moore


BRIAN P. MOORE
COL, SC
Commanding